



राजपत्र, हिमाचल प्रदेश

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, शनिवार, 20 जून, 2009/30 ज्येष्ठ, 1931

हिमाचल प्रदेश सरकार

IRRIGATION AND PUBLIC HEALTH DEPARTMENT

NOTIFICATIONS

Shimla-2, the 3rd June, 2009

No. IPH(A)B(2)-1/94.—On the recommendation of the Departmental Promotion Committee, the Governor, Himachal Pradesh is pleased to order the modification in the promotion orders of Sh. Ravel Chand Thakur, Superintendent Grade-II working in IPH Department, H.P., notified vide this department notification of even No. dated 02-07-2003, to the extent that his promotion be made along with all consequential benefits *w.e.f.* 01-09-1995 instead of 01-12-2000.

2. The Governor of Himachal Pradesh is pleased further to order that the benefits of ACPS availed by Sh. Ravel Chand Thakur, Superintendent Grade-II between the period 01-09-1995 to 01-12-2000 shall be redrawn/amended/adjusted in the financial benefits admissible to him on promotion to the post Registrar with retrospective effect from 01-09-1995.

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By order,
Sd/-
Principal Secretary.

IRRIGATION AND PUBLIC HEALTH DEPARTMENT

CORRIGENDUM

Shimla-2, the 15th June, 2009

No. IPH(A)B (2)-1/94.—The words “Superintendent Grade-II working in IPH Department, H.P.”, written in third & fourth lines of Para 1 of this department notification of even No. dated 3rd day of June, 2009 may kindly be read as “Superintendent Grade-I working in the IPH Department to the post of Registrar, IPH” and the words “Superintendent Grade-II” written in second/third line of Para 2 of the above said notification may be read as “Superintendent Grade-I”.

By order,
Sd/-
Principal Secretary.

स्थानीय लेखा परीक्षा विभाग

अधिसूचना

दिनांक, शिमला-171009.....

संख्या 1-60/69-फिन(एल0ए0)खण्ड-17.—राज्यपाल हिमाचल प्रदेश सहर्ष आदेश देते हैं कि स्थानीय लेखा परीक्षा विभाग के निम्नलिखित अधिकारी (राजपत्रित) उनके नाम के आगे दर्शाई गई तिथियों को अधिवर्षिता की आयु पूर्ण करने पर सरकारी सेवा से सेवानिवृत्त होंगे।

क्र० सं०	अधिकारी का नाम	पदनाम	सेवानिवृत्त होने की तिथि
1.	श्री विनोद राज गुप्ता	संयुक्त नियन्त्रक	28-02-2010
2.	श्री लाल चन्द ठाकुर	उप नियन्त्रक	31-12-2009
3.	श्री भुवन बिहारी गौतम	अनुभाग अधिकारी	31-01-2010

आदेश द्वारा,
हस्ताक्षरित /—
प्रधान सचिव।

SAINIK WELFARE DEPARTMENT

NOTIFICATION

30th May, 2009

No. SWD(E)5-1/2009.—In continuation of this Department Notification No. GADE (E)5-1/2005 dated 11-10-2005 the Governor of Himachal Pradesh is further pleased to publish the records and other activities of the Sainik Welfare Department as required under the provisions of sub section(1)(b) of Section-4 of the Right to the Information Act, 2005 is as under:—

(1) Particulars of Sainik Welfare Department, its functions & duties

The Sainik Welfare Department was established during the year 1973 for looking after the welfare of Ex-servicemen, serving soldiers and their Dependents. The Department has 10 Zila Sainik Welfare offices in each district except Kinnaur & Lahaul Spiti. Besides this the Department has also Special Employment Ex-Servicemen Cell to register the name of Ex-Servicemen and sponsor the names from the panel maintained by them on receipt of requisition from the Departments/Boards and Corporation for providing employment against 15% posts reserved for the Ex-Servicemen. The following concession/facilities are being provided by the Government to the Ex-Servicemen/War Widows and their dependents:—

(i) Rs. 15,000/- to the marriage of daughter of War Widows.

(ii) Old age financial assistance (Rs. 330/- per month) to Ex Servicemen/Widows of Ex-Servicemen who are above the age of 60 years and not received any kind of pension whose income is not exceed Rs. 11,000/-.

(iii) **War Jagir** @ Rs. 900/- per annum to the parents of only/two/three sons who had served in Emergency.

(iv) **Ex-Gratia :**

- | | |
|---|---------------|
| 1. Soldiers killed in action | Rs. 3 Lacs |
| 2. Disabled soldiers, above 50% disability | Rs. 1 Lac. |
| 3. Disabled Soldiers, below 50% disability | Rs. 50,000/- |
| 4. Other causes | Rs. 25,000/-. |
| 5. Personnel of Para Military Forces killed in action | Rs. 1 Lac. |

(v) **Stipend** to ward of ex-servicemen from Class 6th to Graduation/ITI etc. @ 30 to 250/- per month.

(vi) **Cash Reward to Gallantry Award Winners.**—At present the State Government is paying cash award, annuity and grant-in-lieu of land to the gallantry award winners of Defence Forces.

(vii) **Financial Assistance** from Flag Day Fund is being provided to needy Ex-Servicemen.

(viii) **15% reservation** in jobs from class-I to Class IV.

(ix) **5 seats in** various Engineering/Non-Engineering Trades.

(x) **15% seats** reserved in B. Ed/JBT Training Courses.

(xi) One each seat reserved for wards of Ex-Servicemen/ward of Serving Soldiers in Dental College, Sundernagar and Shimla.

(xii) **4% seats** but at least one seat have been reserved for wards of Ex-Servicemen in Engineering College.

(xiii) **There are 22 Sainik** Rest Houses in the Pradesh.

(xiv) There are 05 Sainik Chatralaya in the Pradesh.

(xv) 10% seats have been reserved for the children of the serving soldiers and exservicemen of Armed Forces to Technical Institution.

(xvi) 2% of seats have been reserved in HP Agriculture University for sons/daughters of the serving and ex-Defence Personnel.

(xvii) The Government is providing free travel facility in HRTC buses to the Gallantry Award Winners and War Widows.

(xviii) CSD Canteen facilities

(i) Static 27, (ii) Extension Counters 3. (iii) Mobile CSD 55.

(xix) Poly Clinic

There are 8 Poly Clinic established in the State viz Dharamshala, Hamirpur, Mandi, Una, Bilaspur, Chamba, Solan and Shimla.

(xx) Silai Kendras

Sainik Welfare Department have 23 Silai Kendras for imparting tailoring and cutting training to widows and daughters of Ex-Servicemen/Serving Soldiers.

(xxi) Self employment opportunities

Loan to Ex-Servicemen for financing the vehicle through H.P. Ex-Servicemen Corpn.

STATE ACTS

1. Himachal Pradesh War Award Act, 1972.
2. Himachal Pradesh Ex-Servicemen Corporation Act, 1979.

(II) Powers and Duties of its officers and employees at Government level

The Secretary(SWD) to the Government; of Himachal Pradesh is the Administrative Secretary of the Sainik Welfare Department and H.P. Ex-Servicemen Corporation discharge all

duties relating to Policy matters, annual budget estimate, administrative control on the staff of Sainik Welfare Department and H.P. Ex-Servicemen Corporation decide promotion, disciplinary proceedings, creation confirmation of posts, pension/gratuity sanction in favour of class II and class I Officers working in the Sainik Welfare Department and Corporation. Appellate authority in the cases of minor/major (other than compulsory retirement ,removal from Govt. Service, dismissal from Govt. Service)penalties and all such matters entrusted by the Minister-in-Charge from time to time.

Special/Addl/Joint/Deputy/Under Secretary(SWD) to the Govt. of H.P.

To assist the Secretary(SWD) on issues as stated above.

Section Officer(SWD) H.P. Secretariat.

The Section Officer of Sainik Welfare Department, H.P. Secretariat is the in-charge of Section for work relating to establishment, budget, promotion of Class-I Officers, maintenance of ACRs of Class-I Officers of Sainik Welfare Department and establishment and other related matters pertaining to H. P. Ex-Serviceman Corporation.

Powers and Duties of its officers and employees at Directorate/Corporation level

The powers and duties of officers and employees at Directorate/Corporation level is at Annexure-A & B.

(III) Procedure followed in decision making process including channels of supervision and accountability:

All Offices working independently but under administrative control of next higher office. The Hon'ble Chief Minister is the Minister-in-Charge of Sainik Welfare Department. The organization setup of the Sainik Welfare Department and H.P. Ex-Servicemen Corporation is as under:—

- | | |
|---|--|
| (i) The Secretary(SWD) to the Govt. of Himachal Pradesh | Administrative Secretary of Sainik Welfare Department& H. P. Ex-Servicemen Corporation Hamirpur. |
| (ii) Special/Addl/Joint/Deputy/Under Secretary(SWD) to the Govt. of Himachal Pradesh. | Branch-in-Charge |
| (iii) Section Officer | Section-in-Charge |

Directorate of Sainik Welfare (Level)

- | | |
|---|--|
| (i) Director Head of | Department |
| (ii) Officer on Special Duty | Assistant to Director |
| (iii) Deputy Director, Zila Sainik Welfare. | In charge Zila Sainik Welfare at District level. |
| (iv) Superintendent | Supervisor of the concerned Offices at Directorate and Distt. Level. |

H.P. Ex-Servicemen Corporation (Level)

- | | |
|--|---|
| (a) Chairman-cum-Managing Director. | Overall Administrator of the Corporation. |
| (b) Secretary, H.P. Ex-Servicemen Corporation. | DDO/Overall Controller. |

- | | |
|-----------------------------|--|
| (c) Superintendent | Supervisor of the Office. |
| (d) Asstt. Controller (F&A) | Responsible for Accounts
Matters at Camp Office
Barmana. |

IV & V. The following various Rules, Regulations, Instructions, are followed while functioning the different works:—

1. CCS (Leave) Rules, 1972
2. CCS and CCA Rules
3. CCS (Conduct) Rules.
4. H.P. Financial Rules.
5. FR & SR Rules
6. Medical Attendance Rules.
7. Gneral Finance Rules
8. H.P. Advance Rules.
9. Delegation of Financial Power Rules.
10. TA/LTC Rules.
11. Budget Manual.
12. Office Manual
13. Pension Rules.
14. GPF Rules.
15. Hand Book Volume—I, II & III issued by the Deptt. of Personnel.
16. Instructions regarding maintenance of ACRs.
17. Instructions regarding Pay Fixation, Stepping up of Pay, Grant of ACP benefits and remove of anomaly in pay of Senior and Junior Officers.

VI. Statement of the categories of the documents.

A statement of the categories of the documents that are held by it or under its control. Files related to ensuring the implementation the Acts & Rules mentioned against Sr. No. V herein above. Also files related to budget, Plan and Annual administration report etc.

VII. The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof,

- (a) Board of Directors of H.P. Ex- Servicemen Corporation for management of the corporation notified on 11-2-2009. The Board of Directors shall consists of the Chairman *cum*-managing Director, Vice Chairman, comprising four *Ex-officio* Member and five other directors to be nominated by the State Govt.
- (b) Committee for the Administration/Management of “HP Chief Minister’s Sainik Welfare Fund comprising of Hon’ble Chief Minister as Chairman, 4 Non official Member and Secretary(SWD)as EX-officio Member and Spl. Secretary/Addl. Secretary(SWD) to the Govt. of H.P. as Member Secretary, includes Director, SWD as special invitee.
- (c) Committee for the Administration of H.P. National Security Relief Fund comprising of Hon’ble Chief Minister as Chairman, 6 Members, two non official member and Spl. Secretary/Addl. Secretary(SWD) to the Govt. of H.P. as Member Secretary.
- (d) Ex-Servicemen Welfare Board constituted to look after the welfare of Ex-Servicemen/War Widows and their dependents comprising of Hon’ble Chief Minister

as Chairman, Secretary(SWD) to the Govt. of H.P. as Member Secretary and non official members.

- (e) Rajya Sainik Board, Himachal Pradesh constituted for the welfare of Exservicemen and their families of serving and deceased personnel etc. comprising of His Excellency the Governor, Himachal Pradesh as President, Hon'le Chief Minister as Ist vice President, the General Officer Commanding-in-chief HQ Western Command c/o 56 APO as 2nd vice President, others Ex-Officio Members, Special invitees, Non official members and the Director, Sainik Welfare as Member Secretary.

VIII. A statement of the board, councils committees and other bodies consisting of two or more persons constituted as its part of or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

As mentioned against item no (vii) herein above meetings are not open to public.

IX. A Directory of Officers and Employees:

Sr. No.	Name of the PIO/APIO	Office Tel. Nos.
1.	Secretary (SWD) to the Govt. of H.P.	0177-2625117
2.	Spl. Secretary	0177-2626212
3.	Section Officer	0177-2880427

At Directorate level

Sr. No.	Name of the PIO/APIO	Office Tel. Nos.
1.	The Director, SWD	01972-224659
2.	Officer on Special Duty	01972-224659
3.	Superintendent	01972-224759

H.P. Ex-Servicemen Corporation, Hamirpur

Sr. No.	Name of the PIO/APIO	Office Tel. Nos.
1.	The Chairman-cum-Managing Director	01972-222438
2.	Secretary, HP. Ex-Servicemen Corp.	01972-222472
3.	Superintendent	01972-222472
4.	Astt. Controler (F&A)	01978-244237

X. The monthly remuneration received by each of its officers and its employees.

The pay scales of the Officers/Officials are as under: —

- | | |
|-----------------------|-----------------------|
| (i) Secretary | Rs. 37400-67000+10000 |
| (ii) Spl. Secretary | Rs. 14300-18600 |
| (iii) Section Officer | Rs. 7220-11660 |
| (iv) Director | Rs. 12000-16350 |
| (v) OSD | Rs. 10025-15100 |
| (vi) Dy. Director | Rs. 7880-11660 |

(vii) Supdt.	Rs. 6400-10640
(viii) Sr. Asstt.	Rs. 5800-9200
(ix) Jr.Asstt.	Rs. 4400-7000
(x) Clerk	Rs. 3120-5160

XI. The budget allocated to each of the agency, including the particulars of all plans, proposed expenditures and reports on disbursements made.

Standard objects of Expenditure wise budget is allocated to each Drawing and Disbursing officer and Expenditure of is regularly monitored.

XII, XIII & XIV.—Not applicable.

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, If maintained for public use:

The Office of the Secretary (SWD) and all other Officers of Sainik Welfare Department at Hamirpur and H. P. Ex-Servicemen Corporation Hamirpur are open for general public for collection of any type of information relating to programmers and allocation of funds under various Heads of Accounts from 10.00AM to 5.00 PM except on holidays. To visit the Office of Ministers/Officers as well as Branches the gate entry passes are issued to general public from 3.00 PM to 5.00 PM on every working day.

XVI. Such other information may be prescribed, and thereafter update those publications every year.

Annual Administration report is issued every financial year.

By order,
Sd/-
Chief Secretary.

ANNEXURE-‘A’

FUNCTIONS POWERS AND DUTTES OF VARIOUS FUNCTIONARIES IN THE SAINIK WELFARE DEPARTMENT

Director :

1. To co-ordinate the work of Zila Sainik Welfare Offices in the State. Promoting measures for the Welfare and resettlement of ex-servicemen and families of serving/deceased personnel of the Armed forces.
2. Disseminating information to the general public regarding the Armed forces in the country and for taking measures to raise interest in Armed forces amongst the general public.
3. Administering the Zila Sainik Welfare Offices (ZSBs) in the State in accordance with the rules and instructions prescribed by the Central and State Governments. To organize and co-ordinate the Meeting of Rajya Sainik Board and Special fund of reconstruction & Rehabilitation of Exservicemen.

4. To promote and maintain a feeling between Civilian and ex-servicemen in representing their cases with Government, local administration and Defence authorities.
5. To grant financial relief to ex-servicemen and their dependents at his disposal. To implement various policies directive laid down by the Ministry of Defence.
6. To Maintain close and effective liaison for the purpose of resettlement of ex-servicemen with Government departments. To maintain and operate welfare funds as per laid down policies by the Govt.

Officer on Special Duty :

1. To assist the Director, Sainik Welfare, HP in day to day functioning of Directorate Sainik Welfare, HP and co-ordinate the Meeting of Rajya Sainik Board as well as Special Fund for R&R of ex-servicemen and to implement various decisions taken in these High Power Meetings for the welfare of ex-servicemen.
2. To monitor the working of Zila Sainik Welfare Offices in HP and to act as DDO for the Directorate of Sainik Welfare.
3. To act as reviewing officer for ACRs for the staff of Sainik welfare Department both at Directorate of Sainik Welfare and Zila Sainik Welfare offices.
4. To perform all such duties which are being performed by the Director in his absence or on the order of Director.

Deputy Director :

1. To disseminate information to the general public regarding Armed Forces in the Country and to promote a feeling of good will between the civilian and Armed Forces personnel.
2. To watch the welfare of the families of servicemen and ex-servicemen and to assist them in representing their cases with local administration or the Defence authorities.
3. To assist ex-servicemen and their families in obtaining dues, if any, from the Government.
4. To disseminate information regarding employment facilities and for training for civilian vacation and similar concessions to discharged men.
5. To assist the ex-servicemen and their families/dependents in securing medals, pension, arrears of pay, land grants, jangi inams etc.
6. To investigate applications for relief from the various Military and Civil charitable funds.
7. To investigate claims for family pension.
8. To secure relief in case of persons missing wounded or dead as per requirement of State/Central Government.

9. To arrange delivery of any award or reward for Gallantry, ex-gratia grants declared by the State/Central Government, in case where a soldier is dead or missing.

Superintendent :

1. Overall supervision of the office, maintenance of record and discipline of the office, Distribution of work-load to each official of the office and checking of its quick disposal.
2. To dispose off, dictate and deal all important cases. Since the staff reemployed in the department is not a tune to the civil way of working, they are to be guided in this sphere.
3. Maintaining the service record of the official and officers of the Directorate Sainik Welfare and Zila Sainik Welfare Officers, handling and arranging leave cases of the department.
4. Handling complicated and confidential cases of the department.
5. Handling any fixation cases of the re-employed ex-servicemen of the department.
6. Arranging, conducting and taking proceedings of the High Powered Committees like 'Rajya Sainik Board', HP State. Managing Committee for R&R of ex-servicemen and the President ship of the Hon'ble Governor, H.P.
7. Arranging, conducting and taking proceeding of other High Powered Monitoring Committees like High Powered Monitoring Committee, Kendriya Sainik Board Meeting, Secretaries Raiya Sainik Board meeting and their various sub committees.
8. Scrutinizing notes drafts and agenda point, proceeding of the Committees submitted by the dealing hands for correctness and accuracy and adding own suggestions where required.
9. Ensuring maintenance of registers, report and returns to the higher authorities.
10. Ensuring timely replies to all-important cases to the higher authorities .
11. Making arrangement for the disposal of work entrusted to officials during their absence.
12. Making receipts to the dealing hands in the section and giving remarks/guidelines for the disposal.
13. Submission of all important and confidential receipts and file, while Director is at the Headquarter or to bring them to the notice of the Director on arrival from his tour.
14. Above all attending all cases and complex matters including submission of replies to all quarters when Director is on tour. As the Director had to be on tour for 10-15 days in a month all the dak and replies to the letters was being sent by the superintendent.

Assistant :

1. Performing the duties of Cashier Handling of cash and to maintain the cash book under head 288-Social security and welfare (e) Social Security and Welfare

Programme (f) Other Programme (f)(i) Soldiers sailors and Airmen's Boards-Non Plan(HQ Staff) which includes the pay and allowances.

2. Handling the cash and maintenance of Cash Book of the Special Fund for R&R of ex-servicemen and correspondence concerning to this Fund.
3. Preparation of annual budget of Special fund for R&R of ex-servicemen to meet the expenditure on various schemes run out of this fund in the State for the welfare of ex-servicemen and their dependents.
4. Allotment of budget out of Speical Fund for R&R of ex-servicemen to the Zila Sainik Welfare Offices and other concerned quarterly out of the income/interest accrued from the Corpus of the fund.
5. Payment of financial assistance to the disabled ex-servicemen admitted in the paraplegic Homes at Kirkee and Mohalli to other deserving exservicemen.
6. To deep the upto date record of income and expenditure of the Special Fund for R&R to ex-servicemen of the Zila Sainik Welfare Offices in the State. Correspondence with the Banks where the amount of the special fund has been invested.
7. Correspondence with the Centre/State Government to claim the amount for augmentation of the special fund.
8. Maintenance of the account of the Sainik Chhatralayas handed over to the Education Department.
9. Maintenance of accounts/cash book of the Flag Day Fund, payment of financial assistance/aid to the deserving candidates out this fund.
10. Maintenance of the accounts of the Himachal Shurvir Hiteshi the monthly magazine published by this department. All other correspondence concerning to the publication dispatch to booklet to the ex-servicemen.
11. Maintenance to the accounts of the Library Fund and all other connected correspondence thereof.
12. Correspondence regarding financial assistance out of the Central Welfare Funds with the Kendriya Sainik Board.
13. To reconcile expenditure figures with those booked in the AG's Office.
14. To claim 50% share of expenditure of HQ staff and District Staff.
15. To deal with Miscellaneous correspondence pertaining to the expenditure of centrally sponsored schemes. Plan and Non-Plan.
16. To prepare minutes of the High Powered Monitoring Committee and to take action on the Minutes of the HPMC.
17. To prepare Agenda point for the meetings of the High Powered Monitoring Committee.

18. To deal with the work of Rehabilitation of ex-servicemen who attended various courses or proposed to attend cadres organized by Director General Resettlement.
19. To deal with the work of Equation of service Trades with Civil trades.

Welfare Organizer :

1. To maintain Census record of all serving, ex-servicemen, dependents of deceased soldiers and families of the deceased soldiers Tehsil/Block wise of the District.
2. To inform to the families the welfare of serving soldiers posted far away from his own village especially during emergency and hostilities.
3. To disseminate information regarding the welfare and re-settlement of ex-servicemen and concessions entitled to them by the Govt. or from other Institution as announced from time to time.
4. To distribute medals to the ex-servicemen.
5. To hold the ex-servicemen and their families or dependents in case of the deceased defence services personnel in getting pension regularly and sort out any problems arising there from.
6. To act as a mediator in case of family disputes regarding the quantum of pension and bring it to the notice of the concerned Deputy Director Sainik Welfare.
7. To Keep the President (DC) informed about land disputes or any other dispute.
8. To disseminate information regarding Visit of Mobile Canteen and Medical Detachment.
9. To intimate details of welfare schemes in vogue in his area.
10. To give detailed information to the Zila Sainik Welfare Officer regarding the progress of the construction work of the building like Sainik Rest House or Sainik Chhatralaya.
11. To contact every ex-servicemen in his area atleast once in three months.

Clerks :

1. Responsible for handing cash and maintenance to the accounts.
2. To maintain service books and personnel filed of the staff.
3. To prepare all kinds of bills and to prepare periodical reports and returns of all accounts.
4. To deal with secret/confidential correspondence and to keep records of all the stores/stocks.
5. Responsible for receipt-/dispatch of office mail.
6. To deal with general welfare, pay & allowances and pension dues and self employment assistance.

The function powers and duties of various functionaries at H.P. EX-servicemen Corporation level

Chairman-cum-Managing Director :

1. Responsible for the operational Management of the Corporation and to implement the General policies approved by the Government.
2. Highlight the activities of the Corporation in the State for the information of ex-servicemen and dependents to adopt the self employment schemes.
3. Administering the H.P. Ex-servicemen Corporation Camp Office Barmana to provide cement carriage work to each exservicemen transporter with justice.
4. To administer the activities of the Corporation Transporter Welfare Committee and to control the income and expenditure of parchee fee.
5. To organize and co-ordinate the meeting of Board of Directors being conducted on regular intervals.
6. To sponsor the loan cases of Ex-Servicemen and their dependents to the Banks and sanction margin money loan and interest subsidy.
7. To maintain close and effective liaison for the purpose of resettlement of Ex-Servicemen with the Government.

Secretary, H. P. Ex-Servicemen Corporation:

1. To act as DDO & overall control on income and expenditure of H.P. Ex-Servicemen Corporation.
2. To monitor the working of H.P. Ex-Servicemen Corporation and its comp Office at Barmana.
3. To assist the Chairman-cum-Managing Director of H.P. Ex-Servicemen Corporation and co-orddinate the meeting of BOD.
4. To act as reviewing Officer for ACRs for the staff of H.P. Ex-Servicemen Corporation.
5. To perform all such duties which are in the interest of H.P. Ex-Servicemen Corporation.

Deputy Controller (F&A):

1. To assist Secretary, H.P. Ex-Servicemen Corporation in all matters relating to the welfare of ex-servicemen and other service matter.
2. To check all receipts and payments transactions.
3. To check salary Bills, TA/DA, Pol & other bills related to payment.
4. To liaison with the institution/projects for payments of security services.
5. To ensures proper maintenance of accounts books.

Asstt. Controller (F&A) :

1. Responsible for all the matters pertaining to accounts.
2. Ensure proper maintenance of cash book, ledgers and registers supported by documentary evidence.
3. Overall supervision of the camp office, maintenance of record and discipline of the office, distribution of work load to each official of the came office and checking of its quick disposal.
4. Ensuring timely replies to all important cases to higher authorities.

Manager Project:

1. To intimate day to day activities of the camp office Barmana to CMD,
2. Over all control of Camp Office Barmana.
3. Liaison with ACC Factory and H.P.State Civil Supplies Corporation for freights payments.
4. Ensure equal work distribution of cement carriage.
5. To perform all such duties which are in the interest of camp office.
6. Overall control of the H.P. Ex-Servicemen Transporters welfare committee and its all accounts.

Superintendent:

1. Overall supervision of the Office, maintenance of record and discipline of the office, Distribution of workload to each official of the checking of the office and checking of its quick disposal.
2. Maintaining the service record of the official of the Corporation.
3. Handing fixation cases of the re-employed Ex-Servicemen of the Corporation,
4. Scrutinizing notes drafts and agenda points, proceeding of the Committees submitted by the dealing hands for correctness and accuracy and adding own suggestions where required.
5. Ensuring maintenance of registers, report and returns to the higher authorities.
6. Making arrangement for the disposal of work entrusted to officials during their absence.
7. Ensuring timely replies to all-important cases to higher authorities.
8. Submission of all important and confidential receipts and files, while CMD is at the Headquarter or to bring them to the notice of the CMD on arrival from his tour.

Clerks :

1. Responsible for handling cash and maintenance of the accounts.
2. To maintain service books and personnel files of the staff.
3. To prepare all kinds of bills and to prepare periodical reports and returns of all accounts.

4. To deal with secret/confidential correspondence and to keep records of all stores stocks.
5. Responsible for receipt/dispatch of office mail.
6. To deal with general welfare pay & allowances and EPE dues and self-employment assistance.
7. To prepare GR/Loading Advice round the clock at camp office Barmana.
8. To raise freight bills to ACC factory and HP State civil Supply Corpn. on weekly basis at Camp Office.
9. To prepare voucher for payment of freight to truck operators at Camp Office.
10. To conduct pukar for carriage of cement at Camp office.
11. To deal with the sale/purchase of Diesel at Camp office.

सूचना एवं जन सम्पर्क विभाग

अधिसूचना

शिमला-2, 10 जून, 2009

संख्या पब ए-(3)24/99.—हिमाचल प्रदेश की राज्यपाल, भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हिमाचल प्रदेश लोक सेवा आयोग के परामर्श से, हिमाचल प्रदेश, सूचना एवं जन सम्पर्क विभाग में वरिष्ठ कैमरामैन, वर्ग-III (अराजपत्रित) के पद के लिए इस अधिसूचना से संलग्न उपाबन्ध 'क' के अनुसार भर्ती और प्रोन्नति नियम बनाती हैं, अर्थात्:—

1. संक्षिप्त नाम और प्रारम्भ.—(1) इन नियमों का संक्षिप्त नाम हिमाचल प्रदेश सूचना एवं जन सम्पर्क विभाग, वरिष्ठ कैमरामैन, वर्ग-III, (अराजपत्रित) भर्ती और प्रोन्नति नियम, 2009 है।

(2) ये नियम राजपत्र हिमाचल प्रदेश में प्रकाशित किए जाने की तारीख से प्रवृत्त होंगे।

2. निरसन और व्यावृत्तियां.—(1) इस विभाग की अधिसूचना संख्या पब-ए(3) 9/87 तारीख 23-03-1989 द्वारा अधिसूचित हिमाचल प्रदेश जन सम्पर्क विभाग वरिष्ठ कैमरामैन, वर्ग-III (अराजपत्रित) भर्ती एवं प्रोन्नति नियम, 1989 का एतद्वारा निरसन किया जाता है।

(2) ऐसे निरसन के होते हुए भी उपर्युक्त उप-नियम (1) के अधीन इस प्रकार निरसित सुसंगत नियमों के अधीन की गई कोई नियुक्ति, बात या कार्रवाई इन नियमों के अधीन विधिमान्य रूप में की गई समझी जाएगी।

आदेश द्वारा,
हस्ताक्षरित/—
सचिव।

**हिमाचल प्रदेश सूचना एवं जन सम्पर्क विभाग में वरिष्ठ कैमरामैन, वर्ग-III
(अराजपत्रित) के पद के भर्ती और प्रोन्नति नियम**

1. पद का नाम.—वरिष्ठ कैमरामैन
2. पदों की संख्या.—01 (एक)
3. वर्गीकरण.—वर्ग-III (अराजपत्रित)
4. वेतनमान.—(i) नियमित कर्मचारियों के लिए वेतनमान.—5800—200—7000—220—8100—275—9200 रुपए।
(ii) संविदा पर नियुक्त कर्मचारियों के लिए उपलब्धियाः.—8700/— रुपये प्रतिमास (वेतनमान के प्रारम्भिक जमा महगाई वेतन के बराबर)।
5. चयन पद अथवा अचयन पद.—लागू नहीं।
6. सीधी भर्ती के लिए आयु.—18 से 45 वर्ष।

परन्तु सीधे भर्ती किए जाने वाले व्यक्तियों के लिए ऊपरी आयु सीमा तदर्थ या संविदा के आधार पर नियुक्त किए गए व्यक्तियों सहित पहले से ही सरकार की सेवा में रत अभ्यर्थियों को लागू नहीं होगी :

परन्तु यह और कि यदि तदर्थ या संविदा के आधार पर नियुक्त किया गया अभ्यर्थी इस रूप में नियुक्ति की तारीख को, अधिक आयु का हो गया हो, तो वह तदर्थ या संविदा के आधार पर नियुक्ति के कारण विहित आयु में छूट के लिए पात्र नहीं होगा :

परन्तु यह और कि अनुसूचित जातियों/अनुसूचित जनजातियों तथा अन्य वर्गों के व्यक्तियों के लिए ऊपरी आयु सीमा में उतनी ही छूट दी जा सकेगी, जितनी हिमाचल प्रदेश सरकार के साधारण या विशेष आदेशों के अधीन अनुज्ञेय है :

परन्तु यह और कि पब्लिक सेक्टर, निगमों तथा स्वायत्त निकायों के सभी कर्मचारियों को, जो ऐसे पब्लिक सेक्टर निगमों तथा स्वायत्त निकायों के प्रारम्भिक गठन के समय ऐसे पब्लिक सेक्टर निगमों/स्वायत्त निकायों में आमेसन से पूर्व सरकारी कर्मचारी थे, सीधी भर्ती में आयु की सीमा में ऐसी ही रियायत दी जाएगी, जैसी सरकारी कर्मचारियों को अनुज्ञेय है, किन्तु इस प्रकार की रियायत जो पश्चात्पूर्वी ऐसे निगमों/स्वायत्त निकायों द्वारा नियुक्त किए गए थे/किए गए हैं और उन पब्लिक सेक्टर निगमों/स्वायत्त निकायों के ऐसे कर्मचारिवृन्द को नहीं दी जाएगी जो पश्चात्पूर्वी ऐसे निगमों/स्वायत्त निकायों द्वारा नियुक्त किए गए थे/किए गए हैं और उन पब्लिक सेक्टर निगमों/स्वायत्त निकायों के प्रारम्भिक गठन के पश्चात् ऐसे निगमों/स्वायत्त निकायों की सेवा में अन्तिम रूप से आमेलित किए गए हैं, किए गए थे।

(1) सीधी भर्ती के लिए आयु सीमा की गणना, उस वर्ष के प्रथम दिवस से की जाएगी, जिसमें पद (पदों) को आवेदन आमंत्रित करने के लिए, यथास्थिति, विज्ञापित किया गया है, या नियोजनालयों को अधिसूचित किया गया है।

(2) अन्यथा सुअर्हित अभ्यर्थियों की दशा में सीधी भर्ती के लिए आयु सीमा और अनुभव, हिमाचल प्रदेश लोक सेवा आयोग या अन्य भर्ती प्राधिकरण के विवेकानुसार शिथिल किया जा सकेगा।

7. सीधे भर्ती किए जाने वाले व्यक्ति (व्यक्तियों) के लिए अपेक्षित न्यूनतम शैक्षिक और अन्य अर्हताएं.—(क) अनिवार्य अर्हताएं: (i) मान्यता प्राप्त विश्वविद्यालय/बोर्ड से विज्ञान सहित दस जमा दो अथवा इसके समतुल्य।

(ii) फिल्म और अन्य टीवी संस्थान पूना से या हिमाचल प्रदेश सरकार द्वारा मान्यता प्राप्त किसी संस्थान से सिनेमाटोग्राफी में उपाधि।

(iii) 35 एम.एम.ए. 16 एम.एम. कैमरा/टीवी-विडियो कैमरा से चित्र लेने तथा चलाने का कम से कम दो वर्ष का अनुभव।

(ख) **वाछं नीय अर्हताएं:** हिमाचल प्रदेश की रूढ़ियों, रीतियों और बोलियों का ज्ञान और प्रदेश में विद्यमान विशिष्ट दशाओं में नियुक्ति के लिए उपयुक्तता।

8. सीधे भर्ती किए जाने वाले व्यक्ति (व्यक्तियों) के लिए विहित आयु और शैक्षिक अर्हताएं प्रोन्नति की दशा में लागू होंगी या नहीं.—आयु : लागू नहीं।
शैक्षिक अर्हता : लागू नहीं।

9. परिवीक्षा की अवधि, यदि कोई हो.—दो वर्ष, जिसका एक वर्ष से अनधिक ऐसी और अवधि के लिए विस्तार किया जा सकेगा, जैसा सक्षम प्राधिकारी विशेष परिस्थितियों में और लिखित कारणों से आदेश दें।

10. भर्ती की पद्धति : भर्ती सीधी होगी या प्रोन्नति, प्रतिनियुक्ति, स्थानान्तरण द्वारा और विभिन्न पद्धतियों द्वारा भरे जाने वाले पदों की प्रतिशतता.—शतप्रतिशत प्रोन्नति द्वारा, ऐसा न होने पर यथास्थिति सीधी भर्ती द्वारा नियमित आधार पर या भर्ती द्वारा संविदा के आधार पर, दोनों से न होने पर सैकण्डमैंट आधार पर। संविदा पर नियुक्त कर्मचारी स्तम्भ 15-क में दी गई उपलब्धियां प्राप्त करेगा और तथाकथित स्तम्भ में विनिर्दिष्ट सेवा शर्तों द्वारा विनियमित होगा।

11. प्रोन्नति, प्रतिनियुक्ति, या स्थानान्तरण की दशा में श्रेणियां (ग्रेड), जिनसे प्रोन्नति/प्रतिनियुक्ति/स्थानान्तरण किया जाएगा.—कनिष्ठ कैमरामैन में से प्रोन्नति द्वारा, जिनका पांच वर्ष का नियमित सेवाकाल या ग्रेड में की गई लगातार तदर्थ सेवा, यदि कोई हो को सम्मिलित करके पांच वर्ष का नियमित सेवाकाल हो। ऐसा न होने पर हिमाचल प्रदेश सरकार के अन्य विभागों/केन्द्रीय सरकार के विभागों में इस पद के समतुल्य वेतनमान में कार्यरत पदधारियों में से सैकण्डमैंट आधार पर।

(1) प्रोन्नति के सभी मामलों में पद पर नियमित नियुक्ति से पूर्व सम्भरक पोषक पद में की गई लगातार तदर्थ सेवा, यदि कोई हो, प्रोन्नति के लिए इन नियमों में यथाविहित सेवाकाल के लिए, इस शर्त के अधीन रहते हुए गणना में ली जाएगी, कि सम्भरक प्रवर्ग में तदर्थ नियुक्ति/प्रोन्नति, भर्ती और प्रोन्नति नियमों के उपबन्धों के अनुसार चयन की उचित स्वीकार्य प्रक्रिया को अपनाने के पश्चात् की गई थी।

परन्तु यह कि उन सभी मामलों में जिनमें कोई कनिष्ठ व्यक्ति सम्भरक पद में अपने कुल सेवाकाल (तदर्थ आधार पर की गई तदर्थ सेवा सहित, जो नियमित सेवा/नियुक्ति के अनुसरण में हो) के आधार पर उर्पयुक्त निर्दिष्ट उपबन्धों के कारण विचार किए जाने का पात्र हो जाता है, वहां अपने-अपने प्रवर्ग/पद/कांडर में उससे कनिष्ठ सभी व्यक्ति विचार किए जाने के पात्र समझे जाएंगे और विचार करते समय कनिष्ठ व्यक्ति से ऊपर रखे जायेंगे:

परन्तु उन सभी पदधारियों की, जिन पर प्रोन्नति के लिए विचार किया जाना है, कम से कम तीन वर्ष की न्यूनतम अर्हता सेवा या पद के भर्ती और प्रोन्नति नियमों में विहित सेवा, जो भी कम हो, होगी :

परन्तु यह और भी कि जहां कोई व्यक्ति पूर्वगामी परन्तुक की अपेक्षाओं के कारण प्रोन्नति किए जाने सम्बन्धी विचार के लिए अपात्र हो जाता है, वहां उससे कनिष्ठ व्यक्ति भी ऐसी प्रोन्नति के विचार के लिए अपात्र समझा जाएगा/समझे जाएंगे।

स्पष्टीकरण.—अन्तिम परन्तुक के अन्तर्गत कनिष्ठ पदधारी प्रोन्नति के लिए अपात्र नहीं समझा जाएगा/समझे जाएंगे यदि वरिष्ठ अपात्र व्यक्ति भूतपूर्व सैनिक है जिसे डिमोब्लाइज्ड आर्मड फोरसिरज

परसोनल (रिजर्वेशन आफ वैकेन्सीज इन हिमाचल स्टेट नॉन टैक्निकल सर्विसिज) रूलज, 1972 के नियम-3 के उपबन्धों के अन्तर्गत भर्ती किया गया हो और इनके अन्तर्गत वरीयता लाभ दिए गए हों, जिसे एक्स सर्विसमैन (रिजर्वेशन आफ वैकेन्सीज इन हिमाचल प्रदेश टैक्निकल सर्विसिज) रूलज, 1985 के नियम-3 के उपबन्धों के अन्तर्गत भर्ती किया गया हो और इनके अन्तर्गत वरीयता लाभ दिए गए हों।

(2) इसी प्रकार स्थाईकरण के सभी मामलों में ऐसे पद पर नियमित नियुक्ति/प्रोन्नति से पूर्व सम्भरक पद पर की गई नियमित लगातार तदर्थ सेवा, यदि कोई हो, सेवाकाल के लिए गणना में ली जाएगी, यदि तदर्थ नियुक्ति/प्रोन्नति, उचित चयन के पश्चात् और भर्ती और प्रोन्नति नियमों के उपबन्धों के अनुसार की गई थी :

परन्तु की गई उपर्युक्त निर्दिष्ट तदर्थ सेवा को गणना में लेने के पश्चात् जो स्थाईकरण होगा, उसके फलस्वरूप पारस्परिक वरीयता अपरिवर्तित रहेगी।

12. यदि विभागीय प्रोन्नति समिति विद्यमान हो, तो उसकी संरचना.—जैसी सरकार द्वारा समय-समय पर गठित की जाए।

13. भर्ती करने में जिन परिस्थितियों में हिमाचल प्रदेश, लोक सेवा आयोग से परामर्श किया जाएगा.—जैसा विधि द्वारा अपेक्षित हो।

14. सीधी भर्ती के लिए अनिवार्य अपेक्षा.—किसी सेवा या पद पर नियुक्ति के लिए अभ्यर्थी का भारत का नागरिक होना आवश्यक है।

15. सीधी भर्ती द्वारा पद पर नियुक्ति के लिए चयन.—सीधी भर्ती के मामले में, पद पर नियुक्ति के लिए चयन, मौखिक परीक्षा के आधार पर किया जाएगा। यदि भर्ती प्राधिकरण ऐसा करना आवश्यक या समीचीन समझे, तो लिखित परीक्षा या व्यावहारिक परीक्षा के आधार पर किया जाएगा, जिसका स्तर/पाठ्यक्रम, इत्यादि भर्ती प्राधिकरण द्वारा अवधारित किया जाएगा।

15-क संविदा नियुक्ति द्वारा पद पर नियुक्ति के लिए चयन.—इन नियमों में किसी बात के होते हुए भी पर पर संविदा नियुक्ति, नीचे दिए गए निबन्धनों और शर्तों के अधीन की जाएगी :

(1) संकल्पना.—(क) इस पॉलिसी के अधीन हिमाचल प्रदेश सूचना एवं जन सम्पर्क विभाग में वरिष्ठ कैमरामैन को, संविदा के आधार पर, प्रारम्भ में एक वर्ष के लिए लगाया जाएगा जिसे वर्षानुवर्ष आधार पर बढ़ाया जा सकेगा।

(ख) पद का हिमाचल प्रदेश अधीनस्थ सेवाएं चयन बोर्ड के कार्यक्षेत्र में आना.—निदेशक, सूचना एवं जन सम्पर्क विभाग हिमाचल प्रदेश रिक्त पदों को संविदा के आधार पर भरने के लिए सरकार का अनुमोदन प्राप्त करने के पश्चात् अध्यक्ष को सम्बद्ध भर्ती अभिकरण अर्थात् हिमाचल प्रदेश अधीनस्थ सेवाएं चयन बोर्ड हमीरपुर के समक्ष रखेगा।

(ग) चयन, इन नियमों में विहित पात्रता शर्तों के अनुसार किया जाएगा।

(II) संविदात्मक उपलब्धियां.—संविदा के आधार पर नियुक्त वरिष्ठ कैमरामैन को 8700/- रु० की समेकित नियत संविदात्मक रकम (जो वेतनमान के प्रारम्भिक जमा मंहगाई वेतन के बराबर होगी) प्रतिमास संदत्त की जाएगी। यदि संविदा में एक वर्ष से अधिक की बढ़ोतरी की जाती है तो पश्चात्वर्ती वर्ष/वर्षों के लिए संविदात्मक उपलब्धियों में 200 रुपये (पद के वेतनमान के न्यूनतम प्रारम्भिक आरम्भ में वार्षिक वृद्धि के रूप में अनुज्ञात की जाएगी)।

(III) नियुक्ति/अनुशासन प्राधिकारी.—निदेशक, सूचना एवं जन सम्पर्क, हिमाचल प्रदेश नियुक्ति/अनुशासन प्राधिकारी होगा।

(IV) **चयन प्रक्रिया.**—संविदा नियुक्ति की दशा में, पद पर नियुक्ति के लिए चयन, मौखिक परीक्षा के आधार पर किया जाएगा या यदि आवश्यक या समीचीन समझा जाए तो लिखित परीक्षा या व्यावहारिक परीक्षा के आधार पर किया जाएगा, जिसका स्तर/पाठ्यक्रम इत्यादि सम्बद्ध भर्ती अभिकरण अर्थात् हिमाचल प्रदेश अधीनस्थ सेवाएं चयन बोर्ड द्वारा अवधारित किया जाएगा।

(V) **संविदात्मक नियुक्तियों के लिए चयन समिति.**—जैसी सम्बद्ध भर्ती अभिकरण अर्थात् हिमाचल प्रदेश अधीनस्थ सेवाएं चयन बोर्ड द्वारा समय-समय पर गठित की जाए।

(VI) **करार.**—अभ्यर्थी को, चयन के पश्चात् इन नियमों से संलग्न उपाबन्ध “ख” के अनुसार करार हस्ताक्षरित करना होगा।

(VII) **निबन्धन और शर्तें.**—(क) संविदा के आधार पर नियुक्त व्यक्ति को 8700/— रुपए की नियत संविदात्मक रकम (जो वेतनमान के प्रारम्भिक जमा महंगाई वेतन के बराबर होगी) प्रतिमास संदत्त की जाएगी। संविदा पर नियुक्त व्यक्ति आगे बढ़ाए गए वर्ष/वर्षों के लिए, संविदात्मक रकम में 200/— रुपए (पद के वेतनमान के न्यूनतम/प्रारम्भिक आरम्भ में वार्षिक वृद्धि के बराबर) की वृद्धि का हकदार होगा और अन्य कोई सहबद्ध प्रसुविधाएं जैसे वरिष्ठ/चयन वेतनमान, आदि नहीं दिया जाएगा।

(ख) संविदा पर नियुक्त व्यक्ति, की सेवा पूर्णतया अस्थायी आधार पर होगी। यदि संविदा पर नियुक्त व्यक्ति का कार्य/आचरण ठीक नहीं पाया जाता है तो नियुक्ति समाप्त किए जाने के लिए दायी होगी।

(ग) संविदा पर नियुक्त व्यक्ति, एक मास की सेवा पूरी करने के पश्चात्, एक दिन के आकस्मिक अवकाश का हकदार होगा। यह अवकाश एक वर्ष तक संचित किया जा सकेगा। संविदा पर नियुक्त व्यक्ति को किसी भी प्रकार का अन्य कोई अवकाश अनुज्ञात नहीं होगा। वह चिकित्सा प्रतिपूर्ति और एल.टी.सी. इत्यादि के लिए भी हकदार नहीं होगा/होगी। केवल प्रसूति अवकाश, नियमानुसार दिया जाएगा।

(घ) नियन्त्रक अधिकारी के अनुमोदन के बिना सेवा से अनधिकृत अनुपस्थिति से स्वतः ही संविदा का पर्यावसान (समापन) हो जाएगा। संविदा पर नियुक्त व्यक्ति कर्तव्य (ड्यूटी) से अनुपस्थिति की अवधि के लिए किसी भी रकम का हकदार नहीं होगा।

(ङ) संविदा पर नियुक्त व्यक्ति का एक स्थान से दूसरे स्थान के लिए स्थानान्तरण किसी भी दशा में अनुज्ञात नहीं किया जाएगा।

(च) चयनित अभ्यर्थी को सरकारी/रजिस्ट्रीकृत चिकित्सा व्यवसायी से अपना आरोग्य प्रमाण पत्र प्रस्तुत करना होगा। महिला अभ्यर्थियों की दशा में, बारह सप्ताह से अधिक की गर्भावस्था प्रसव होने तक, उसे अस्थायी तौर पर अनुपयुक्त बना देगी। महिला अभ्यर्थियों का किसी प्राधिकृत चिकित्सा अधिकारी/व्यवसायी द्वारा उपयुक्तता के लिए पुनः परीक्षण किया जाना चाहिए।

(छ) संविदा पर नियुक्त व्यक्ति का, यदि अपने पदीय कर्तव्यों के सम्बन्ध में दौरे पर जाना अपेक्षित हो, तो वह उसी दर पर, जैसी नियमित पदधारी को वेतनमान के न्यूनतम पर लागू है, यात्रा/दैनिक भत्ते का हकदार होगा।

(ज) नियमित कर्मचारियों की दशा में यथा लागू सेवा नियमों के उपबन्ध, जैसे एफ0आर0—एस0आर0, छुट्टी नियम साधारण भविष्य निधि नियम, पेंशन नियम तथा आचरण नियम आदि संविदा पर नियुक्त व्यक्तियों की दशा में लागू नहीं होंगे। वे इस स्तम्भ में यथावर्णित उपलब्धियों आदि के लिए हकदार होंगे।

16. आरक्षण.—सेवा में नियुक्ति, हिमाचल प्रदेश सरकार द्वारा, समय-समय पर अनुसूचित जातियों/अनुसूचित जनजातियों/अन्य पिछड़े वर्गों और अन्य प्रवर्ग के व्यक्तियों के लिए सेवाओं में आरक्षण की बाबत जारी किए गए आदेशों के अधीन होगी।

17. विभागीय परीक्षा.—लागू नहीं।

18. शिथिल करने की शक्ति.—जहां राज्य सरकार की यह राय हो कि ऐसा करना आवश्यक या समीचीन है, वहां वह, कारणों को लिखित में अभिलिखित करके और हिमाचल प्रदेश लोक सेवा आयोग के परामर्श से आदेश द्वारा इन नियमों के किन्हीं उपबन्धों को किसी वर्ग या व्यक्तियों के प्रवर्ग या पद पदों की बाबत शिथिल कर सकेगी।

उपाबन्ध 'ख'

**वरिष्ठ कैमैरामैनन, और हिमाचल प्रदेश सरकार के मध्य निदेशक, सूचना एवं जन सम्पर्क
विभाग के माध्यम से निष्पादित की जाने वाली संविदा/करार का प्ररूप**

यह करार श्री/श्रीमतीपुत्र/पुत्री.....निवासी.....
संविदा पर नियुक्त व्यक्ति (जिसे इसमें इसके पश्चात् 'प्रथम पक्षकार' कहा गया है), और हिमाचल प्रदेश के राज्यपाल के मध्य निदेशक, सूचना एवं जन सम्पर्क हिमाचल प्रदेश (जिसे इसमें इसके पश्चात् 'द्वितीय पक्षकार' कहा गया है) के माध्यम से आज तारीख.....को किया गया।

'द्वितीय पक्षकार' ने उपरोक्त प्रथम पक्षकार को लगाया है और प्रथम पक्षकार ने वरिष्ठ कैमैरामैनन के रूप में संविदा के आधार पर निम्नलिखित निबन्धन और शर्तों पर सेवा करने के लिए सहमति दी है :-

1. यह कि प्रथम पक्षकार वरिष्ठ कैमैरामैनन, के रूप मेंसे प्रारम्भ होने और.....को समाप्त होने वाले दिन तक, एक वर्ष की अवधि के लिए द्वितीय पक्षकार की सेवा में रहेगा। यह विनिर्दिष्ट रूप से उल्लिखित किया गया है और दोनों पक्षकारों द्वारा करार पाया गया है कि प्रथम पक्षकार की द्वितीय पक्षकार के साथ संविदा आखरी कार्य दिवस को, अर्थात्.....दिन को स्वयंमेव ही पर्यवसित (समाप्त) समझी जाएगी और सूचना नोटिस आवश्यक नहीं होगा।
2. प्रथम पक्षकार की संविदात्मक रकमरूपए प्रतिमास होगी।
3. प्रथम पक्षकार की सेवा पूर्णतया अस्थाई आधार पर होगी। यदि संविदा पर नियुक्त व्यक्ति का कार्य/आचरण ठीक नहीं पाया जाता है या यदि नियमित पदधारी उस के विरुद्ध नियुक्त/तैनात कर दिया जाता है जिसके लिए प्रथम पक्षकार को संविदा पर लगाया गया है तो नियुक्ति, पर्यवसित (समाप्त) की जाने के लिए दायी होगी।
4. संविदा पर नियुक्त वरिष्ठ कैमैरामैनन, एक मास की सेवा पूरी करने के पश्चात् एक दिन के आकस्मिक अवकाश का हकदार होगा। यह अवकाश एक वर्ष तक संचित किया जा सकेगा। संविदा पर नियुक्त वरिष्ठ कैमैरामैनन को किसी भी प्रकार का अन्य कोई अवकाश, अनुज्ञात नहीं होगा। वह चिकित्सा प्रतिपूर्ति एवं एल0टी0सी0 इत्यादि के लिए भी हकदार नहीं होगा/होगी। केवल प्रसूति अवकाश नियमानुसार दिया जाएगा।
5. नियन्त्रक अधिकारी के अनुमोदन के बिना कर्तव्यों से अनधिकृत अनुपस्थिति से स्वतः ही संविदा का पर्यावसान (समापन) हो जाएगा। संविदा पर नियुक्त वरिष्ठ कैमैरामैनन कर्तव्य (डियूटी) से अनुपस्थिति की अवधि के लिए संविदात्मक रकम का हकदार नहीं होगा।
6. संविदा पर नियुक्त कर्मचारी का, एक स्थान से दूसरे स्थान के लिए स्थानान्तरण किसी भी दशा में अनुज्ञात नहीं होगा।

7. चयनित अभ्यर्थी को सरकारी/रजिस्ट्रीकृत चिकित्सा व्यवसायी से अपना आरोग्य प्रमाण पत्र प्रस्तुत करना होगा। महिला अभ्यर्थियों की दशा में बारह सप्ताह से अधिक की गर्भावस्था प्रसव होने तक उसे अस्थाई तौर पर अनुपयुक्त बना देगी। महिला अभ्यर्थियों का किसी प्राधिकृत चिकित्सा अधिकारी/व्यवसायी द्वारा उपयुक्तता के लिए पुनः परीक्षण किया जाना चाहिए।

8. संविदा पर नियुक्त व्यक्ति का, यदि अपने पदीय कर्तव्यों के सम्बन्ध में दौरे पर जाना आपेक्षित हो, तो वह उसी दर पर, जैसी नियमित प्रतिस्थानी कर्मचारी को वेतनमान के न्यूनतम पर लागू है, यात्रा भत्ते/दैनिक भत्ते का हकदार होगा/होगी।

9. संविदा पर नियुक्त व्यक्ति(यों) को, सामूहिक जीवन बीमा योजना के साथ-साथ ई0पी0एफ0/जी0पी0 एफ0 भी लागू नहीं होगा।

इसके साक्ष्यस्वरूप प्रथम पक्षकार और द्वितीय पक्षकार में साक्षियों की उपस्थिति में इसमें सर्वप्रथम उल्लिखित तारीख को अपने-अपने हस्ताक्षर कर दिए हैं।

साक्षियों की उपस्थिति में

1. _____

(नाम व पूरा पता)

(प्रथम पक्षकार के हस्ताक्षर)

2. _____

(नाम व पूरा पता)

साक्षियों की उपस्थिति में

1. _____

(नाम व पूरा पता)

(द्वितीय पक्षकार के हस्ताक्षर)

[Authoritative English text of this Department Notification No. Pub-A(3)24/99 dated 10-06-2009 required under clause (3) of Article 348 of the Constitution of India.]

INFORMATION & PUBLIC RELATIONS DEPARTMENT

NOTIFICATION

Shimla-171002, the 10th June, 2009

No. Pub.A(3)24/99.—In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the Recruitment and Promotion Rules, for the post of Senior Cameraman, Class-III (Non-Gazetted) in the Department of Information & Public Relations, Himachal Pradesh, as per Annexure “A” attached to this notification, namely:—

1. Short title and Commencement.—(1) These rules may be called the Himachal Pradesh Department of Information & Public Relations, Senior Cameraman, Class-III (Non-Gazetted) Recruitment and Promotion Rules, 2009.

(2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

2. Repeal & Savings.—(1) The Himachal Pradesh Public Relations, Department Senior Cameraman, Class-III (Non-Gazetted) Recruitment and Promotion Rules, 1989 notified vide this Department Notification No.Pub-A-(3) 9/87 dated 23-03-1989 are hereby repealed.

(2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the relevant rules so repealed under sub-rule (1) supra shall be deemed to have been validly made, done or taken under these rules.

By order,
Sd/-
Secretary.

Annexure-“A”

Recruitment and Promotion Rules for the post of Senior Cameraman, Class-III, (Non-Gazetted) in the Department of Information & Public Relations, Himachal Pradesh

1. *Name of the Post.*—Senior Cameraman
2. *Number of Post(s).*— 01 (One)
3. *Classification.*— Class-III (Non-Gazetted)
4. *Scale of Pay.*— (i) **Pay Scale for regular employees:**
Rs. 5800-200-7000-220-8100-275- 9200.
(ii) **Emoluments for Contract employees:**
Rs. 8700/- per month (equal to initial of pay scale + Dearness pay).
5. *Whether “Selection” Post or “Non-Selection” Post.*—Not Applicable
6. *Age for direct recruitment.*—Between 18 and 45 years.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis:

Provided further that if a candidate appointed on adhoc basis or on contract basis had become overage on the date when he/she was appointed as such he/she shall not be eligible for any relaxation in the prescribed age limit by virtue of his/her such adhoc or contract appointment.

Provided further that upper age limit is relaxable for Scheduled Caste/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special orders of the Himachal Pradesh Government.

Provided further that employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servants before absorption in Public Sector Corporations/

Autonomous Bodies at the time of initial constitutions of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servant. This concession will not however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subsequently appointed by such Corporations/Autonomous bodies and who are/were finally absorbed in the service of such Corporations /Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(i) Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/are advertised for inviting applications or notified to the Employment Exchange or as the case may be.

(ii) Age and experience in the case of direct recruitment relaxable at the discretion of the H.P. Public Service Commission or other recruitment authority in case the candidate is otherwise well qualified.

7. Minimum educational and other qualifications required for direct recruits.—(a) Essential Qualification(s):—(i) Atleast 10+2 with Science or its equivalent from a recognized University/Board.

(ii) Should possess a Degree in Cinematography from Film and other TV Institute, Puna or any other Institute recognized by the H.P. Government

(iii) Should possess at least 02 years practical experience in handling as well as taking photographs with 35mm, 16mm. camera / TV Video Camera.

(b) Desirable Qualification(s).—Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees.— Age.—Not applicable.

Educational Qualification.—Not Applicable

9. Period of probation, if any.—Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.

10. Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post(s) to be filled in by various methods.—100% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis as the case may be failing both on secondment basis. The contract employees will get emoluments as given in col. 15-A and will be governed by service conditions as specified in the said column.

11. In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation /transfer is to be made.—By promotion from amongst the Junior Cameraman with five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade failing which on secondment basis from amongst the incumbents of this post working in the identical pay scale from other H.P. Government Departments/Central Government Departments.

1. In all cases of promotion, the continuous *ad hoc* service rendered in the feeder post if any, prior to regular appointment to the post shall be taken into account towards the length of

service as prescribed in these rules for promotion subject to the condition that the *ad hoc* appointment /promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules;

Provided that in all cases where a junior person becomes eligible for consideration by virtue of his/her total length of service (including the service rendered on *ad hoc* basis, followed by regular service/appointment) in the feeder post in view of the provisions referred to above, all persons senior to him/her in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration;

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the R & P Rules for the post, whichever is less;

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him/her shall also be deemed to be ineligible for consideration for such promotion;

Explanation.—The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be Ex-Servicemen recruited under the provisions of Rule-3 of Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority there under or recruited under the provisions of Rule-3 of Ex-Servicemen (Reservation of Vacancies in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority there under.

(2) Similarly, in all cases of confirmation *ad hoc* service rendered on the feeder post, if any, prior to the regular appointment/promotion against such post shall be taken into account towards the length of service, if the *ad hoc* appointment/promotion had been made after proper selection and in accordance with the provisions of the R&P Rules.

Provided that inter-*se*-seniority as a result of confirmation after taking into account, *ad hoc* service rendered as referred to above shall remain unchanged.

12. *If a Departmental Promotion Committee exists, what is its composition.*— As may be constituted by the Governemnt from time to time.

13. *Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment.*— As required under the law.

14. *Essential requirement for a direct recruitment.*— A candidate for appointment to any service or post must be a citizen of India.

15. *Selection for appointment to the post by direct recruitment.*—Selection for appointment to the post in case of direct recruitment shall be made on the basis of viva-voce test, if the recruiting authority, as the case may be, so consider necessary or expedient by a written test or practical test, the standard syllabus etc. of which will be determined by the recruiting authority.

15-A. *Selection for appointment to the post by contract appointment.*—Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms & conditions given below:—

(I) Concept.—(a) Under this policy, the Senior Cameraman in the Department of Information & Public Relations H.P. will be engaged on contract basis initially for one year, which may be extendable on year to year basis.

(b) Post falls within the purview of HPSSSB.—The Director Information & Public Relations H.P. after obtaining the approval of the Government for filling up the posts on contract basis will place the requisition with concerned recruiting agency *i.e.* the H.P. Subordinate Services Selection Board, Hamirpur.

(c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.

(II) Contractual Emoluments.—The Senior Cameraman appointed on contract basis will be paid consolidated fixed contractual amount @ Rs. 8700/- per month (which shall be equal to initial of pay scale + Dearness pay). An amount of Rs. 200/- (equal to annual increase in the minimum/initial start of the pay scale of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.

(III) Appointing/Disciplinary Authority.—The Director, Information & Public Relations H.P. will be the appointing and disciplinary authority.

(IV) Selection Process.—Selection for appointment to the post in the case of contract appointment will be made on the basis of viva-voce test or if consider necessary or expedient by a written test or practical test, the standard /syllabus etc. of which will be determined by the concerned recruiting agency *i.e.* H.P. Subordinate Services Selection Board.

(V) Committee for selection of contractual appointments.—As may be constituted by the concerned recruiting agency *i.e.* H.P. Subordinate Services Selection Board from time to time.

(VI) Agreement.—After selection of a candidate, he/she will sign an agreement as per Annexure-B appended to these Rules.

(VII) Terms & conditions.—(a) The contractual appointee on contract basis will be paid fixed contractual amount @ Rs. 8700/- per month (which shall be equal to initial of pay scale + Dearness pay). The contract appointee will be entitled for increase in contractual amount @ Rs. 200/- (equal to annual increase in the minimum/initial start of the pay scale of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.

(b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/ conduct of the contract appointee is not found satisfactory.

(c) Contractual appointee will be entitled for one-day's casual leave after putting one month's service. This leave can be accumulated up to one year. No leave of any other kind is admissible to the contract appointee. He/She will not be entitled for Medical Re-imburement and LTC etc. Only maternity leave will be given as per Rules.

(d) Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. Contract appointee shall not be entitled for any amount for the period of absence from duty.

(e) Transfer of a contractual appointee will not be permitted from one place to another in any case.

(f) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Women candidates pregnant beyond 12 weeks will render her temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Medical Officer/Practitioner.

(g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular officials at the minimum of pay scale.

(h) Provisions of service rules like FR-SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this column.

16. Reservation.—The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Caste/Scheduled Tribes/Other Backward Classes/Other Categories of persons issued by the Himachal Pradesh Government from time to time.

17. Departmental examination.—Not Applicable.

18. Power to relax.—Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P.S.C. relax any of the provisions of these Rules with respect to any class or category of persons or posts.

Annexure-“B”

Form of contract/agreement to be executed between the Senior Cameraman and the Government of Himachal Pradesh through Director, Information & Public Relations, H.P.

This agreement is made on this _____ day of _____ in the year _____ between _____ Sh./Smt. _____ s/o/D/o Sh. _____ R/o _____ Contract appointee (hereinafter called the FIRST PARTY), AND The Governor of Himachal Pradesh through Director, I&PR Himachal Pradesh (here-in-after called the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Senior Cameraman on contract basis on the following terms & conditions:

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Senior Cameraman for a period of 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipsofacto stand terminated on the last working day i.e. on _____. And information notice shall not be necessary.
2. The contractual amount of the FIRST PARTY will be Rs. _____ per month.
3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

4. Contractual Senior Cameraman will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Senior Cameraman. He/She will not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.
5. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. A Contractual Senior Cameraman will not be entitled for contractual amount for the period of absence from duty.
6. Transfer of a official appointed on contract basis will not be permitted from one place to another in any case.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidates should be re-examined for fitness from an authorized Medical Officer/practitioner.
8. Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as are applicable to regular counter-part official at the minimum of the pay scale.
9. The employee Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee (s).

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESSES

1. _____

(Name and full address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full Address)

IN THE PRESENCE OF WITNESSES

1. _____

(Name and full address)

(Signature of the SECOND PARTY)

2. _____

(Name and full address)

FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT

NOTIFICATION*Shimla-2, the 17th June, 2009*

No. FDS-B(15)-1/2008.—The Governor, Himachal Pradesh is pleased to order that Sh. Devinder Kumar Aggarwal, Distt. Controller, F,CS&CA, Sirmour in the Department of Food, Civil Supplies and Consumer Affairs, Himachal Pradesh, shall retire from Government service on 31-03-2010 (AN) on attaining the age of superannuation.

By order,
ANIL KHACHI,
Secretary.